



Job Announcement

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Opening Date:	January 23, 2009	Closing Date:	February 6, 2009
Job Title:	Civil Family Assistant	Position Type:	Regular Full Time
PIN:	059079, 059112	FLSA Status:	Non-Exempt
Location:	Circuit Court for Anne Arundel County Annapolis, Maryland	Grade/Salary Range:	J06 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Prepares new case files for civil, family, domestic violence, child support/paternity, and UIFSA cases by reviewing pleadings, typing docket entries and establishing case file folder for the documents. Processes mail. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Creates, processes, files and retrieves case files. Calculates and totals all court costs and fees to be used in bill by defendant.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to use independent judgment to discern pertinent information; review comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to work efficiently with considerable time constraints. Demonstrate correct application of job-related terminology. Ability to convey directions, instructions, and information to jurists and the public. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, not to exceed 5 minutes each. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P.O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJobs@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.